Mobile/Manufactured Home Placement Application Type I Review Handout #47 Revised 1/6/03



I. PERMANENT PLACEMENT

Where Can I Place a Mobile/Manufactured Home?

Clark County has different standards for mobile/manufactured home placement that depend on the type of lot that the owner wishes to use for placement that are detailed below:

Type A. Placement Standards for Legal Lots in the Rural Area (Outside the Urban Growth Boundary) and for Lots Created Prior to November 19, 1997

If your lot falls into this category, no review is required through the planning division. Therefore, you must only apply for a placement permit through the Building Division. Please see the section "What are the requirements for a Placement Permit?" below.

Type B Placement Standards for Legal Lots Created After November 19, 1997 in certain Urban Zones

Within the single family zones (R1-20, R1-10, R1-7.5, R1-6, and R1-5) and certain multi-family zones (R-12, R-18, OR-15 and OR-18), mobile/manufactured homes are <u>prohibited</u> on lots created after November 19, 1997 unless the developer of the subdivision or short plat requested that they be permitted.

If the placement of manufactured/mobile homes was requested, the provision was required to be made a condition of approval and a note was required to be recorded on the plat. Therefore, if a note allowing placement of mobile/manufactured homes is on the plat of the subdivision or short plat, then they are permitted. If a note does not appear, placement of mobile/manufactured homes is not permitted.

In addition, special provisions apply that relate to the type of mobile/manufactured homes that are permitted in these areas. Please see the section "What are the Special Provisions for Type B Mobile Home Placements?" below.

Type C Placement Standards for Legal Lots Created After November 19, 1997 in all other Urban Zones

Within several of the multi-family zones (R-22, R-30, R-43, OR-22, OR-30, and OR-43), placement of mobile/manufactured homes is specifically prohibited.

Within a few other urban zones including the Urban Holding districts (UH-5, UH-10, UH-20) and the Rural Commercial and Neighborhood Commercial districts (CR1, CR2 and C2), single family residences are permitted, which can include mobile/manufactured homes. Special provisions apply. Please refer to the standards within these districts, Sections 18.306 or 18.313 and to the section "What are the requirements for a Placement Permit?" below. The "Special Provisions for Type B Mobile Home Placements" described below does not apply within these districts.

What are the Special Provisions for "Type B" Mobile Home Placements?

As described above, within the single family zones (R1-20, R1-10, R1-7.5, R1-6, and R1-5) and certain multi-family zones (R-12, R-18, OR-15 and OR-18), mobile/manufactured homes require special provisions prior to placement. First, if the lot was created after November 19, 1997 a note allowing placement of mobile/manufactured homes <u>must</u> appear on the plat.

Where the owner of the mobile/manufactured home is not the sole owner of the lot upon which the home is to be located, both the property owner and the mobile home owner shall jointly apply for the mobile home placement permit. Due to the applicability of the Mobile Home/Landlord Tenant Act, the mobile home owner, shall not be responsible for paying impact fees, sewer connection fees or other entrance fees pursuant to RCW 59.20.060 2(e).

In addition, the mobile home structure shall meet the following requirements:

1. Type of Unit.

- a. Must be a single-family dwelling fabricated on a permanent chassis that is transportable in one (1) or more sections;
- b. Must be designed to be used with or without a permanent foundation when connected to the required facilities;
- Must has sleeping, cooking, and plumbing facilities, or any combination thereof; and is intended for permanent human occupancy or is being used for residential purposes.
- d. Shall not include "recreation vehicle," "commercial coach," "camping vehicle," "travel trailer," "park trailer," "tip-out," and any other similar vehicle which is not designed and constructed for residential purposes for use as a single-family dwelling and is not otherwise labeled as a manufactured or mobile home under any federal or state law.
- 2. <u>Minimum Size</u>. Two fully enclosed parallel sections of not less than eight hundred sixty-four (864) square feet or a multi-story structure with equivalent square footage.
- 3. <u>Minimum Dimensions</u>. Twenty-four (24) feet by thirty-six (36) or eight hundred sixty-four (864) square feet.

- 4. <u>Minimum roof pitch and materials</u>. Roof pitch shall not be less than a 2.85 foot rise for each twelve (12) feet of horizontal run. Roof construction shall be with composition or wood shake or shingle, non-reflective coated metal, or similar material.
- 5. Skirting and Siding. Except where the foundation base of the mobile home is flush to ground level, each mobile home shall install skirting material which is of similar material, color and pattern as the siding of the home; or a masonry foundation. Exterior siding shall be similar in appearance to siding materials commonly used on conventional site-built uniform building code single-family residences.
- 6. <u>Age of Mobile Home</u>. The mobile home shall bear an insignia of approval from the U.S. Department of Housing and Urban Development, and be constructed to state and federal requirements after June 15, 1976.
- 7. <u>Storage or Garage</u>. Each mobile home shall have a minimum of two (2) off street parking spaces. In addition, each mobile home shall provide:
 - (i) In the R1-20, R1-10, R1-7.5 zones, a minimum of an enclosed single car garage of not less than two hundred eighty-eight (288) square feet.
 - (ii) In the R1-6, R1-5, R-12, R-18 and OR-18 zones, a minimum of a storage building containing a floor area of at least one hundred (100) square feet.
 - (iii) Where required, each garage or storage building shall be constructed of the same exterior material which is similar in color and pattern as the siding of the home.

What types of structures require a Placement Permit?

A permit is required for all mobile/manufactured homes (Types A, B and C described above). For permitting purposes, this includes structures that are designed as a facility for human habitation, capable of being moved upon the public streets and highways, and are:

- 1. More than thirty-two (32) feet in length as measured from the center of the ball coupler to the rear of the main body exclusive of lights, awning rail, drip caps, door knobs and other appendages
- 2. More than eight (8) feet wide
- 3. Used or planned to be used for human habitation upon a single site for more than thirty (30) continuous days
- 4. Used as a principal dwelling on a site or lot; or on a lot occupied by a principal dwelling and used for human habitation.

This does not include unoccupied mobile homes for sale by a manufacturer or any mobile home which has substantially lost its identity as a mobile unit by virtue of being permanently fixed in a location upon land and which wholly complies with the requirements of the Clark County building code for the occupancy for which it is used.

Please see the "list of Submittal Requirements at the end of this handout.

What Other Requirements Might Apply?

There are special requirements for placement of a mobile/manufactured home with the wildland/urban interface/ intermix area and within the flood plain district. These standards do not apply to most properties. Staff at the Customer Service counter can tell you if these regulation apply to your land.

Wildland Urban Interface/Intermix Area

The underside of mobile homes located in those areas designated as wildland urban interface/intermix by Clark County Code Section 15.13.030 shall be entirely enclosed with nonporous skirting consisting of metal, a minimum of one-half (1/2) inch plywood or other approved material.

Flood plain district

An application for permit to locate a mobile home within a flood plain district shall be processed in accordance with the provisions of Chapter 18.327 of the Clark County Code. A separate handout regarding applicable standards of the flood plain district is available from the Community Development Customer Service Center at 1408 Franklin Street, Vancouver.

II. TEMPORARY PLACEMENT

How Can I Qualify to Place a Temporary Mobile/Manufactured Home (Hardship Permit)? Temporary placements (also called Hardship Permits) are only permitted in certain circumstances. One (1) or more temporary dwellings may be established and maintained on a lot, tract, or parcel if the parcel is already occupied by a principal dwelling, for use by one of the following:

- A. A person who is to receive from or administer to a resident of the principal dwelling, continuous care and assistance necessitated by advanced age or infirmity, the need for which is documented by a physician's medical statement; or
- B. A caretaker, hired-hand or other similar full-time employee working on the lot, tract or parcel in connection with an agricultural or related use of the premises; or
- C. Relatives over sixty-two (62) years of age with an adjusted household gross income, as defined on IRS Form 1040 or its equivalent, which is at or below fifty percent (50%) of the median family income for Clark County (as adjusted), who are related by blood or marriage to a resident of the principal dwelling;
- D. Within the forest and agricultural districts (Chapter 18.302) only:
 - 1. Relatives, or
 - A purchaser of the lot, tract, or parcel if a seller who is at least sixty years of age has retained a life estate to occupy the principal dwelling as a primary residence.

What are the Lot Requirements for Placing a Temporary Mobile/Manufactured Home (Hardship Permit)?

There are specific size and lot configuration standards that must be met prior to approval of a temporary placement permit, which is dependant upon if the lot is less than or greater than one acre in size. The standards are as follows:

Less than one acre

Temporary dwellings are only allowed on lots with a permanent residence already existing. In addition, the lot must be at least twice the size of the minimum lot size within the zoning district unless the lot is at least one acre in size. For example, within the R1-6 zone, which has a 6,000 square foot minimum lot size, an owner would have to have 12,000 square feet of area in order to place a temporary mobile/manufactured home. In the R1-10 district, which has a 10,0000 square foot minimum, 20,000 square feet would be required.

Greater than one acre

Temporary dwellings are only allowed on lots with a permanent residence already existing. If more than one residence exists on the lot, one temporary dwelling may be placed for each existing residence. This does not apply if the primary dwelling is a mobile home.

In addition, within the agriculture and forest districts (FR-80, FR-40, AG-20) the private well and septic systems for the additional dwelling(s) shall be located where they will minimize adverse impacts on resource land, which, if practical shall be within two hundred (200) feet of the principal dwelling.

What Type of Structure Can Be Placed as a Temporary Mobile/Manufactured Home?

The temporary dwelling shall be a temporary structure such as a mobile home designed, constructed and maintained in a manner which will facilitate its removal at such time as the justifying hardship or need no longer exists. This is not required if submittal item 7 of the "Temporary (Hardship) Mobile/Manufactured Home Placement Permit Submittal Requirements" (included at the end of this handout) includes a covenant obligating the purchaser or successors to remove the existing dwelling upon the death or permanent change in residency of the seller retaining a life estate.

In addition, a current vehicular license plate, if applicable, shall be maintained on the temporary dwelling.

When does a Temporary Mobil/Manufactured Home Have to be Removed?

Upon cessation of the hardship or need justifying the temporary dwelling permit, either the temporary dwelling shall be removed or the owner of the lot, tract or parcel shall comply with all applicable zoning subdivision requirements (i.e. apply for a short plat or subdivision).

What is the Process for Applying for a Temporary Mobile/Manufactured Home Permit?

Applications for a single temporary dwelling permit shall be subject to a Type I review process pursuant to Clark County Code Chapter 18.600. A separate handout is available at the Customer Service Counter regarding the process for a Type I application, although the submittal requirements for a Hardship permit are included at the end of this handout. These are different than the normal submittal requirements for a Type I application.

Applications to place two (2) or more temporary dwellings on the same lot, tract or parcel are subject to conditional use permit approval as set forth in Chapter 18.404. A separate handout is available at the Customer Service Counter regarding the process for a Conditional Use Permit.

How Long is a Temporary Permit Valid?

A temporary dwelling permit shall be valid for two (2) years, and may be renewed for successive two (2) year periods upon written substantiation by the applicant to the continuing hardship or need justification. Upon the expiration of the two (2) year period, or at the end of each successive two (2) year period(s), if granted, the applicant shall notify the planning director in writing that the temporary dwelling has been removed and shall request an inspection to determine that the temporary dwelling has, in fact, been removed in compliance with the permit.

Can a Temporary Permit be Revoked?

Yes. In addition to any other remedies provided for by law, violation of permit conditions, standards of this chapter, or other applicable land use requirements, including the provisions of Chapter 9.24 of the Clark County Code, shall constitute grounds for revocation of a temporary dwelling permit. Such revocation may be ordered following a public hearing by the Clark County land use hearing examiner, whose decision shall be final and not appealable to the board.

What are the Submittal Requirements for a Temporary Placement Permit?

Please see the "list of Submittal Requirements at the end of this handout.

What if I didn't submit all of the required information?

The County conducts two application checks to ensure that applications are complete before staff begins their development review process. Prior to accepting your application, the Customer Service staff will conduct a "Counter Complete" review of your submittal package.

When will I receive a decision on my application?

A decision will be made within 21 calendar days of the submittal of a fully complete application.

TEMPORARY (Hardship)

Mobile/Manufactured Home Placement Permit SUBMITTAL REQUIREMENTS

The following checklist identifies information to be included with the Application. <u>All</u> items must be submitted before the application can be accepted.

- APPLICATION FORM The application form shall be completed and original signed in ink by the applicant.
- **2.** __ **APPLICATION FEE -** The required fee for Subdivision shall accompany the application. The check is to be made payable to "Clark County Community Development".
- **3.** ___ **SITE PLAN -** A site plan showing the size and boundaries of the lot, tract or parcel; the location of all existing buildings; and the proposed location of the temporary dwelling;

4. SEWER PURVEYOR UTILITY REVIEW LETTER

A utility review must be submitted from the public sewer purveyor, or 1 copy of a preliminary soil suitability analysis, or equivalent, for on site systems from the Health District. For existing septic systems, provide a copy of the original approval. (Southwest Washington Health District is located at 2000 Fort Vancouver Way, Vancouver, (360) 696-8428

5. WATER PURVEYOR UTILITY REVIEW LETTER

A utility review must be submitted from the public water purveyor, noting the ability to meet water pressure and fire flow requirements of the Fire Marshal (as specified within the "Pre-Application Conference Summary Report"). Or provide current evidence of the availability of suitable ground water where the water purveyor has determined public water or community water systems cannot be provided. (*Contact the Southwest WA Health District*).

- **6.** ___ **NARRATIVE** the following narrative is required:
 - A description of the proposed temporary dwelling;
 - a statement signed by the applicant describing the hardship or need; (Please see the "How Can I Qualify to Place a Temporary Mobile/Manufactured Home" Section of this handout, above.

<u>PLEASE NOTE</u>: if the applicant is relying upon Section A of the "How Can I Qualify to Place a Temporary Mobile/Manufactured Home", a letter from a medical doctor verifying the need for continuous care and assistance shall also be submitted

7. ___ **COVENANT-** A recorded affidavit declaration to be filed with the county auditor upon approval of the application setting forth the temporary nature of the dwelling.

PERMANENT

Mobile/Manufactured Home Placement Permit SUBMITTAL REQUIREMENTS

The following checklist identifies information to be included with the Application. <u>All</u> items must be submitted before the application can be accepted.

- APPLICATION FORM The application form shall be completed and original signed in ink by the applicant.
- **2.** __ **APPLICATION FEE -** The required fee for Subdivision shall accompany the application. The check is to be made payable to "Clark County Community Development".
- **3.** ___ **SITE PLAN-** Two copies of a site plan <u>drawn to scale</u> on 8 ½" x 11" paper wth the following information:
 - > A north arrow
 - > The outline and dimensions of the property boundaries
 - The location of all existing buildings or structures
 - ➤ The location and dimensions of all proposed structures
 - ➤ The distance between any existing structures and the proposed structures (County Code requires at least 8 feet between structures)
 - Must show distance to any slopes, creeks or bodies of water
 - Location of wells and or water lines
 - ➤ The distance between the proposed building walls / supports (including decks, covered porches, and any structural supports) to each property line, and where applicable, to the centerline of the public road or private road easement.
 - All easements crossing the property
 - Location of Legal Access from the subject property out to a County road if access is proposed via a private road easement
 - The location of the driveway and the distance to the property line (addresses are based on this location)
 - > Location of septic tank, drainfield area and or sewer line
 - Indicate scale of drawing
 - Space number and name of subdivision if in a park

4. SEWER PURVEYOR UTILITY REVIEW LETTER-

A utility review must be submitted from the public sewer purveyor (8000 NE 52nd Ct., 360-750-5876) or City of Vancouver (1313 Main St., 360-696-8101), or 1 copy of a septic tank permit or release letter, or equivalent, for on site systems from the Health District. For existing septic systems, provide a copy of the original approval. (Southwest Washington Health District is located at 2000 Fort Vancouver Way, Vancouver, 360-397-8428)

5. WATER PURVEYOR UTILITY REVIEW LETTER-

➤ If the residence is to be serviced by a private well, the well must be installed, the water tested, and a "W.A.V.E" letter from the Southwest Washington Health District (SWWHD) needs to be submitted prior to permit issuance.

- ➤ If the residence it to be served by a well serving more than one residence, you must provide a copy of a "community well" approval with a copy of the "W.A.V.E" letter from SWWHD, Environmental Health Services,
- ➤ If the residence it to be served by a public water system, and is not located in a recorded subdivision, you must provide a letter of approval from the appropriate water agency.
- **6.** ___ **DECKS TWO SETS OF COMPLTETE BUILDING PLANS-** For any attached decking proposed to be built concurrent with the mobile placement. Decks over 18 inches above-grade must meet setbacks.
- 7. ___ SALES HISTORY- If the parcel is not located within a recorded subdivision or short plat; we will need 1 copy of the recorded sales history from 1969 to the present (the date the current State Land Division legislation was adopted).

Sales history consists of recorded deeds, and any other documents, which form a complete history of all conveyances affecting the subject property. Sales history packages may be obtained from any local Title Company. State law prohibits the issuance of permits on property that has been illegally created.

8. SITE INFORMATION-

- If the mobile home will be placed in a mobile home park, you will need to provide the name of the park, and the address and space number of you site.
- ➤ Book & page number of the plat, and a lot number of the parcel if located within a recorded subdivision or short plat. (drawn to scale) This info can be found on the current deed, or Quarter Section map.

9. __ ZONING APPROVAL-

(including assigned address) from the appropriate city if the site is located within Battle Ground (City Hall, 400 Main Street 687-7131), or Town of Yacolt (Town Hall, 105 Yacolt Road 686-3922). Zoning approval consists of your plot plan with an approval stamp or signature from the appropriate city official, or a letter from the city indicating approval of the project. Clark County provides zoning review for those sites in unincorporated Clark County.

10. __OTHER - Prior to issuance of the building permit, some may apply:

- 1 copy of the Contractor's valid Washington State License may be required if our system shows the license is expired.
- ➤ An erosion control plan completed by a person Certified in Erosion Control who has taken the class through the Clark County Home Builders Association. (360) 694-0933

Staff Notes:			
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3	_		
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5			
This application was determined to be Counter Complete on://			
Community Development Specialist:			

Manufactured Home Placement FEE SCHEDULE

The following fees are required to be paid at the time of submittal of a placement permit:

Placement Application:

Placement Permit:

\$\frac{71.76}{}\$

Sewer/Septic Service Connection (NOT charged for placements within the Hazel Dell Sewer District – that entity charges it's own fee):

\$\frac{19.05}{}\$

Water Service Connection:

\$\frac{8.89}{}\$

TOTAL

Public Service Center
Department of Community Development
1300 Franklin Street
P.O. Box 9810

Vancouver, WA 98666-9810 Phone: (360) 397-2375; Fax: (360) 397-2011

\$<u>125.10</u>

Web Page at: http://www.co.clark.wa.us

Mobile Manufactured Home Application Form Form DS1400 Revised 11/2/01





PROJECT NAME:				
DESCRIPTION OF PROPOSAL:				
APPLICANT NAME:		Address:		
E-mail Address:		Phone and Fax:		
E-maii Address:		Phone and Fax:		
PROPERTY OWNER NAME (list multiple owners on a separate sheet):		Address:		
E-mail Address:		Phone and Fax:		
CONTACT PERSON NAM APPLICANT):	E (list if not same as	Address:		
E-mail Address:	E-mail Address: Phone and Fax:			
PROJECT SITE INFORMATION:		Comp Plan Designation		
Site Address:		Existing: Proposed:		Proposed:
Cross Street:		Zoning		
		Existing:		Proposed:
Acreage of Original Parcels:		Overlay Zones		
		Existing:		Proposed:
Serial #'s of Parcels:				
Legal:				
Township:	Range:		1/4 of Sec	tion:
AUTHORIZATION - The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.				
Authorized Signature				Date
Assigned at Customer Service Center	CASE NUMBER: WORK ORDER NUMBE	:D.		

DEVELOPMENT REVIEW APPLICATION FORM



(Form DS1400-Revised 2/19/02)

PROJECT NAME:				
TYPE(S) OF APPLICATION (See Reverse Side):				
DESCRIPTION OF PROPOSAL:				
APPLICANT NAME:		Address:		
AFFLICANT NAME.		Address.		
E-mail Address:		Phone and Fax:		
PROPERTY OWNER NAME (list multiple owners on a separate sheet):		Address:		
E-mail Address:		Phone and Fax:		
CONTACT PERSON NAME (list if not same as APPLICANT):		Address:		
E-mail Address:		Phone and Fax:		
PROJECT SITE INFORMATION: Site Address:		Comp Plan Designation:		
Cross Street:	Zoning:		Serial #'s of Parcels:	
Overlay Zones:	Legal:		Acreage of Original Parcels:	
Township:	Range:		1/4 of Section:	
AUTHORIZATION The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements				
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errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.

Authorized Signature	Date

Assigned at Customer	CASE NUMBER:	
Service Center	WORK ORDER NUMBER:	

APPLICATION TYPES
If you have any questions regarding the type of application being requested, our Customer Service Center will be happy to assist you.

	Annual Review	Mi	scellaneous:
	Appeal		Addressing
	Boundary Line Adjustment and		Accessory Dwelling
	Lot Reconfiguration		Covenant Release
	Conditional Use		Garden Shed Setback Waiver
			Home Occupation
Envi	ronmental/Critical Areas:		Legal Lot Determination & Innocent
	Archaeological		Purchasers Determination
	Critical Aquifer Recharge Area		Non-Conforming Use Determination
	(CARA)		Reconstruct Letter
	Columbia River Gorge		Sewer Waiver
	Forestry + (Moratorium Waiver,		Shooting Range
	Moratorium Removal, Class I,		Sign
	Class IVG or COHP)		
	Floodplain	Pla	anning Director Review:
	Geological		Post Decision
	Habitat		Pre-Application Conference
	Historic		Pre-Application Waiver
	SEPA		Public Interest Exception
	Shoreline		Similar Use
	Wetland		Temporary Use
			Other
<u>La</u>	nd Division:		
	Binding Site Plan		
	Final Plat		Planned Unit Develop/Master Plan
	Plat Alteration		Road Modification
	Short Plat		Site Plan
	Subdivision		Variance
			Zone Change